



DATA ACQUISITION CALENDAR 2008-2009



MR. TOM LUNA
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
BOISE, IDAHO

Monthly 2008-2009

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Monthly	Commodity Order Form	District/Charter	Child Nutrition	Jean Zaske 332-6822	Federal Regs. 7 CFR 250	Initial order due by the 10th of each month. The surplus and Group B commodity order due by the 25th.
Monthly	Reimbursement Accuracy Claim Sheet (RACS)	District/Charter	Child Nutrition	Mary Jo Marshall Lynda Westphal 332-6820	Federal Regs. 7 CFR 210	Used to edit check reimbursement claims before submitting for payment. Keep on file for review by SDE.
Monthly	Reimbursement Claim	District/Charter	Child Nutrition	Melissa Cook 332-6830	Federal Regs. 7 CFR 210	Due the 10th of each month for reimbursable meals and milk.

Note: If the due date should happen to fall on a weekend or holiday, the report will be due on the next business day.

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July 2008

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
July 1	Teacher Supply & Demand Survey	District/Charter	Teacher Certification	Keith Potter 332-6887	State Law IC 33-120	Data survey for annual Teacher Supply & Demand report.
July 1	Claims Inquiry Report for Auditors	District/Charter	Child Nutrition	Melissa Cook 332-6830	Federal Regs. 7 CFR 210	Available for auditors, reimbursement claim report listing the monthly reimbursement paid to local agencies for Child Nutrition Program meals.
July 1	Commodity Usage Report (PAL)	District/Charter	Child Nutrition	Jean Zaske 332-6822	Federal Regs. 7 CFR 210	The PAL report shows the value of commodities ordered by the program.
July 11	Updated Square Footage Numbers for 2008-2009	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1019	Required to calculate the School Facility Maintenance Match.
July 15	Annual School Bus Certification Report	District/Charter	School Transportation	Ray Merial 332-6851	State Law IC 33-1506	Certification that all school buses used to transport students have met annual inspection requirements.
July 15	Cash Balance Report for State Tobacco Tax and Title IV	District/Charter	District Support Services	Matt McCarter 332-6960	OPE Audit Recommendation Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
July 15	District Stop Arm Violation Summary	District/Charter	School Transportation	Lanette Daw 332-6851	State Laws IC 49-1422 IC 49-1423	Number of stop arm violations that occurred during the prior school year.
July 15	Quarterly Cash Balance Report	District/Charter	Accounting	Brandon Phillips 332-6867	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required by Federal and State Programs with advance payments. Contact appropriate program office.
July 15	Run/Route Report	District/Charter	School Transportation	Brad Jensen 332-6851	State Law IC 33-1511	Annual Runs and Routes report.
July 15	School District Budgets	District/Charter	Public School Finance	Kathy Vincen 332-6840	State Law IC 33-120 IC 33-801	Due 21 days after Board of Trustees approval.

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July 2008 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
July 15	Title V-B, McKinney-Vento Act Sub-Grant Evaluations	Grantees	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Federal Law (NCLB Act) PL 107-110	Required for those who were awarded grants.
July 15	Quarterly Cash Balance Report for CSP Grant	Charter	Innovation and Choice	Lori Howard 332-6902	Federal Regs. 34 CFR 75-702 34 CFR 80.201(7)	Required for US Department of Education Charter School Program payments
July 21	Technology Grant Application and Technology Survey	School/Charter	Technology Services	Corey Simpson 332-69992	State Law IC 33-4806	Approved technology inventory forms are required prior to receiving continuing technology funds.
July 30	Title I-C, Migrant Summer School Report	District/Charter	Student Achievement and School Accountability	Mary Lou Lopez 332-6958	Federal Law PL 107-110	Required for federal reporting.
July 30	ADA by County	District/Charter	Public School Finance	Stephanie Marsala Tim Hill 332-6840	State Law IC 33-1002(5)	Used to distribute Federal Forest funds.
July 30	Educational Directory Updates	District/Charter	Public School Finance	Greg Berg 332-6840	Federal Act USC 9001.402(b)	Information used for current school year Idaho Educational Directory.
July 30	Title I-B, Subpart 3, Even Start Annual Performance Report	School/Charter	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Federal Law PL 100-110	Required for federal reporting.
July 30	Building Demographics	District/Charter	Public School Finance	Greg Berg 332-6840	State Law IC 33-120	Updates related databases for the upcoming school year.
July 31	Application for Alternative Secondary School Program	District/Charter	Innovation and Choice	Lori Howard 332-6902	State Law IC 33-1002C	Approved application required prior to funding during each fiscal year.
July 31	Charter School Programs Report	Charter	Innovation and Choice	Lori Howard 332-6902	State Board Rule IDAPA 08.02.04	Required for federal reporting.

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August 2008

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
August (7 days after end of session)	Enrollment/Attendance Reports for Approved Summer Alternative Schools	District/Charter	Public School Finance	Greg Berg 332-6840	State Law IC 33-1002C	Enrollment and attendance (including instructional staff) of SDE approved summer school programs only.
August (7 days after end of session)	Enrollment/Attendance Reports for Summer Juvenile Detention Programs	District/Charter	Public School Finance	Greg Berg 332-6840	State Law IC 33-1002C	Enrollment and attendance of summer juvenile detention programs only.
August 1	Homeless Education Survey	Grantees	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Federal Law (NCLB Act) PL 107-110	Required for those who were awarded grants.
August 15	Request for Separate School Status	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1003	Elementary schools having less than 10 pupils in average daily attendance must be pre-approved by the State Board of Education.
August 15	Title I-A, Annual Performance Report	District	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Federal Act PL107-110	Required for all Title I districts.
August 15	Title I-A, Extended Time Evaluation	School/Charter	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Federal Act PL107-110	Required for all Title I schools.
August 31	Summer High School Graduate Survey	District/Charter	Public School Finance	Greg Berg 332-6842	Federal Act USC 9001.402(b)	Required for state and federal reporting.
August 31	Title I-B, Subpart I, Extended Reading Intervention Evaluation and Intervention Reporting	District/Charter	Student Achievement and School Accountability	Jenny Fisk 332-6903	State Law IC 33-1615	Principal online reporting of Extended Reading Intervention data.

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August 2008 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
August 31	Title I-D, Subpart 1 and 2, Evaluation for Neglected and Delinquent Programs	District/ Institution	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Federal Law PL 107-110	Required for accountability and data collection.

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September 2008

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
September 15	Bond, Plant, and Levy Election	District	Public School Finance	Stephanie Marsala Tim Hill 332-6840	State Law IC 33-120	Report of Bond, School Plant, and Supplemental Levy elections held during the fiscal year.
September 15	Statewide Testing Materials Request Form for Direct Writing/ Direct Math Assessments	District/Charter	Student Achievement and School Accountability	Cindy Johnstone 332-6956 Liz Smith 332-6948	State Board Rule IDAPA 08.02.03.111	Establish local testing program needs for the Spring assessment program.
September 26	Special Education Initial Eligibility Timeline Report	District/Charter	Student Achievement and School Accountability	Jean Taylor 332-6911	34 CRF 300.301	Reported at the building level
September 26	Special Education Early Childhood Transition Report	District/Charter	Student Achievement and School Accountability	Marybeth Wells 332-6925	U.S.C. 1437(a)(9)	Reported at the district level
September 30	After School Snack Review	District/Charter	Child Nutrition	Mary Jo Marshall 332-6820	Federal Regs. 7 CFR 210	Review of the snack program occurs 2 times per year; once within the first 4 weeks of operation and a second time before the end of the year. Keep on file for review by SDE.
September 30	Border District Contract	District	Public School Finance	Tim Hill 332-6840	State Law IC 33-1403	Contract signed by the Board of Trustees for students to attend school in another state.
September 30	Pupil Transportation Reimbursement Claim	District/Charter	School Transportation	Lanette Daw 332-6851	State Law IC 33-1006 IC 33-120	Pupil transportation costs and related data for the prior school year.

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September 2008 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
September 30	School Lunch Match Report	District/Charter	Child Nutrition/Accounting	Ken Lang 332-6858	State Law IC 33-1015 IC 33-120	Required for state and federal reporting. State matching funds to operate the National School Lunch are the FICA payments for school lunch employees.

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October 2008

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 1	Child & Adult Care Food Program Application and Renewal	District/Charter	Child Nutrition	Rachel Johns 332-6821 Jean Zaske 332-6822	Federal Regs. 7 CFR 226	Feeding children in Head Start, childcare centers and homes, homeless shelters and At-Risk Snack sites.
October 1	Teacher of the Year	District/Charter	Public Information	Joan MacMillan 332-6821	Superintendent of Public Instruction	Districts submit nominations to SDE.
October 10	Report of Children with Disabilities Exiting Special Education	District/Charter/LEA	Student Achievement and School Accountability	Lester Wyer 332-6916	Federal Law IDEA Section 618	Report of all students age 14 and older who exited Special Education after 12/1/2007.
October 15	Civil Rights Compliance Report	District/Charter	Child Nutrition	Mary Jo Marshall Lynda Westphal 332-6820	Federal Regs. 7 CFR 210	Report summarizes racial status and ethnicity from low income applications on file as of October 1 for participants in the National School Lunch Program. Submitted on CNP 2000.
October 15	Application and Budgets for 2007-2008 Federal Special Education Funds	District/Charter/LEA	Student Achievement and School Accountability	Lester Wyer 332-6916	Federal Regs. 34 CFR 300.200-300.204	Required for eligibility for IDEA Part B and Preschool funds.
October 15	Cash Balance Report for State Tobacco Tax and Title IV Programs	District/Charter	District Support Services	Matt McCarter 332-6960	OPE Audit Recommendation, Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
October 15	District Salary Schedules	District/Charter	Public School Finance	Myrna Holgate Kathy Vincen LaRae Ashby 332-6845	State Law IC 33-1004D	Required for instructional and administrative staff for 2006-2007.
October 15	IBEDS Reporting	District/Charter	Public School Finance	Myrna Holgate Kathy Vincen LaRae Ashby 332-6845	State Law IC 33-1004D	Submission of all district staff and salary for 2005-2006. Used for both funding and statistical purposes.
October 15	Highly Qualified Paraeducators Assurance	District/Charter	Public School Finance	Myrna Holgate 332-6845	Federal Law PL 107-110	Required for accountability and continued employment of paraeducators; included as a part of the IBEDS data collection.

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October 2008 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 15	Northwest Accreditation Annual Report	School/Charter	District Support Services	Nick Smith 332-6959	State Law IC 33-119, IDAPA 08.02.02.140	Required for all public secondary schools, serving any grade(s) 9-12; voluntary for elementary schools, grades K-8, and private and parochial schools.
October 15	Title I-A Comparability Report	District/Charter	Student Achievement and School Accountability	Susan Hansen 332-6900	ESEA Section 1120A	Annually districts must submit documentation verifying Title I schools have met federal comparability requirements.
October 15	Quarterly Cash Balance Report	District/Charter	Accounting	Brandon Phillips 332-6867	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required for Federal Programs with advance payments. Contact appropriate program office.
October 15	Salary Based Apportionment Waiver Request	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1004	Must be submitted by all districts which have waiver approval to use some salary apportionment dollars to supply additional classroom space.
October 15	IBEDS Reporting for Approved Summer Alternative School Programs	District/Charter	Public School Finance	Myma Holgate Kathy Vincen LaRae Ashby 332-6845	State Law IC 33-1004C	Staff salary and FTE information used for salary based apportionment program (state funding formula). Must be a SDE approved summer school program.
October 24	Technology Grant Application and Progress Report (Phase 1)	District/Charter	Technology Services	Corey Simpson 332-6992	State Law IC 33-4806	Approved progress reports and budget forms are required prior to receiving continuing technology funds.
October 29	Financial Status Report for State Tobacco Tax and Title IV Programs	District/Charter	District Support Services	Matt McCarter 332-6960	OPE Recommendation Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
October 31	Federal and State Financial Status Report	District/Charter	Accounting	Brandon Phillips 332-6867	Federal Law (NCLB Act) PL107-110	Report of carryover funds from preceding project fiscal year for federal and certain state programs.
October 31	2007-2008 IFARMS Annual Financial Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-701(7) IC 33-120	Required for state and federal reporting.

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November 2008

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
November 1	School Improvement Plan	School	Student Achievement and School Accountability	Marcia Beckman 332-6906	NCLB Act of 2001 Section 1116(3)(A)	School Improvement Plans are required of all schools and districts in Needs Improvement Year 1, Needs Improvement Year 2, and Corrective Action. Completed plans are to be submitted to district for peer review by November 1.
November 10	2007-2008 Independent Audit Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-701(6)	Due after Board of Trustees' acceptance of audit report, but not later than November 10.
November 14	Attendance, Enrollment and Dropout Reports; Emergency Closure Report	School/Charter	Public School Finance	Greg Berg 332-6840	State Law IC 33-1002(5) IC 33-1009(3)	Attendance reporting period ends the 1st Friday of November. Building reports should be reviewed by the district office and mailed no later than the 2nd Friday of November.
November 15	Verification Summary Report of Free and Reduced Applications	District/Charter	Child Nutrition	Mary Jo Marshall Lynda Westphal 332-6820	Federal Regs. 7 CFR 245	Results of sample verification of free/reduced household income. Submitted on CNP 2000.
November 15	Federal and State Consolidated Plan Revisions	District/Charter	Student Achievement and School Accountability	Susan Hansen 332-6900	Federal Law PL 107-110	Required for Title I-A, Title I-C, Title I-D, Title II-A, Title II-D, State LEP, Title III, Title IV-A, and Title V-A programs. Must be approved by SDE before expending any of these program funds.

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December 2008

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
December 1	Title I-D, Annual Survey of Children in Local Institutions for Neglected or Delinquent Children	District/Charter	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Federal Law NCLB Act PL107-110	Count of students in group homes for neglected or delinquent youth - for Title I funding purposes.
December 1	School Facility Maintenance Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1019	Summary of school facility maintenance activity.
December 1	10 Year Facility Plan Progress Report	District/Charter	Administration	Joan MacMillan 332-6812	State Law IC 39-8006A	Details the work completed pursuant to the maintenance plan and any revisions to that plan.
December 1	Separate Attendance Unit Report	District	Public School Finance	Stephanie Marsala Tim Hill 332-6840	State Law IC 33-1003(2)	Identifies schools requiring separate treatment in the calculation of units.
December 10	Special Education Child Count	District/Charter	Student Achievement and School Accountability	Lester Wyer 332-6916	Federal Law IDEA Section 618	December 1 child count required for Federal IDEA Part B funding. Gifted and Talented students are counted as well.
December 15	Alternative Secondary School Revenue and Expenditure Survey	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1002F	Required for compilation of the Alternative School Report submitted to the Legislature.
December 15	IBEDS Corrections	District/Charter	Public School Finance	Myrna Holgate Kathy Vincen LaRae Ashby 332-6845	State Law IC 33-1004D	Last day IBEDS corrections accepted.
December 15	Title I-A, School Improvement Plan	District/School	Student Achievement and School Accountability	Marcia Beckman 332-6906	NCLB Act of 2001 Section 1116(3)(E)	School Improvement Plans are required of all schools and districts in Needs Improvement Year 1, Needs Improvement Year 2, and Corrective Action. Following a peer review by the district, completed plans are submitted to the State Department of Education no later than December 15.
December 30	IBEDS Salary/Usage Changes	District/Charter	Public School Finance	Myrna Holgate Kathy Vincen LaRae Ashby 332-6845	State Law IC 33-1004D	Deadline for any changes to salaries and wages due to settled contracts.

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January 2009

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
January 2	Application for Impact Aid	District	District Support Services	Mary Jane Oatman-Wak Wak 332-6968	Federal Law Title VII, PL 874	Application for Title VII (PL 874) Impact Aid in Federally affected areas and for (NCLB) Act of 2001. Application must be on file with SDE.
January 9	Application for Tuition Equivalency Funds	District/Charter	Student Achievement and School Accountability	Lester Wyer 332-6916	State Law IC 33-2004	Special education students application for tuition equivalency funds 2008-2009.
January 9	Certification of Special Education Child Count	District/Charter/ LEA	Student Achievement and School Accountability	Lester Wyer 332-6916	Federal Law IDEA Section 618	After reviewing final child count files, districts must certify accuracy of data.
January 15	Title I-A, Application for Reallocated Funds	District/Charter	Student Achievement and School Accountability	Susan Hansen 332-6900	Federal Law PL 107-110	Districts apply for the additional funds annually.
January 15	Quarterly Cash Balance Report	District/Charter	Accounting	Brandon Phillips 332-6867	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required for Federal Programs with advance payments. Contact appropriate program office.
January 20	AYP Graduation Rate Appeals	School/Charters	Public School Finance	Greg Berg 332-6840	Federal Law NCLB Act PL107-110	Appeal dropout and graduation data prior to AYP determinations.
January 31	Building Additions, Reconfigurations, Deletions	District/Charter	Public School Finance	Greg Berg 332-6840	Federal Act UCS 9001.402(b)	All school district building additions, reconfigurations and deletions for 2007-2008 are needed to complete the nonfiscal surveys for the common core of data.

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February 2009

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
February 1	Point of Service Counting Review	District/Charter	Child Nutrition	Mary Jo Marshall Lynda Westphal 332-6820	Federal Reg. 7 CFR 210	Does require follow up; keep on file for review by SDE. Form is available in Idaho School Food Service manual on CNP website.
February 15	Indirect Cost Worksheet	District/Charter	Public School Finance	Julie Oberle 332-6840	Federal Reg. 34 CFR 75.563	Provides information to calculate indirect cost rate used by federal programs.

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March 2009

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
March 2	Eligible Participants for Free and Reduced Price Meals	District/Charter	Child Nutrition	Melissa Cook 332-6830	Federal Reg. 7 CFR 210	Report provides information used in qualifying sites for other child nutrition programs and also education programs such as Title I funding and E-Rate. Reports enrollment and free and reduced student count for grades 1-12. Submit via the internet on CNP2000 at www.sde.state.id.us
March 13	Attendance, Enrollment and Dropout Reports; Emergency Closure Report	School/Charters	Public School Finance	Greg Berg 332-6840	State Law IC 33-1002(5) IC 33-1009(3)	Attendance reporting period ends 1st Friday of March. Building reports should be reviewed by the district office and mailed no later than the 2nd Friday of March.
March 31	Safety Busing Annual Affirmation Form	District/Charter	School Transportation	Ray Merical 332-6851	State Board Rule IDAPA 08.02.02.190	All previously approved safety busing requests must be affirmed annually that conditions have not changed.
March 31	Request for New Safety Busing	District/Charter	School Transportation	Ray Merical 332-6851	State Law IC 33-1006 State Board Rule IDAPA 08.02.02.190	Any new safety busing must be requested by annual application from District. State Board approval necessary before reimbursement.
March 31	Deadline to request tuition waiver from the State Board of Education	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1405	Request for tuition waiver must be submitted to the State Board of Education before April 1.

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April 2009

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
April 1	Annual Commodity Acceptability Survey	District/Charter	Child Nutrition	Jean Zaske 332-6820	Federal Reg. 7 CFR 250	Annual acceptability survey of USDA food commodities received during the current year.
April 1	Early Retirement Incentive Application	Certified Applicant	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-1004G	Application filed with SDE by April 1 to participate in Early Retirement Incentive Program (ERI) for Certified Instructional Staff only.
April 15	Quarterly Cash Balance Report	District/Charter	Accounting	Brandon Phillips 332-6867	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required for Federal Programs with advance payments. Contact appropriate program office.
April 15	Summer Food Service Program Application and Renewal	District/Charter	Child Nutrition	Lynda Westphal Jean Zaske 332-6821	Federal Reg. 7 CFR 225	Feeding children in low income areas during summer months. Submit renewal application and site sheet.
April 30	Notify County Clerks of Budget Hearing	District/Charter	Public School Finance	Kathy Vincen 332-6840	State Law IC 63-802A	All school districts must notify their applicable county clerks of their budget hearing.
April 30	Summer Alternative Secondary School Applications	District/Charter	Innovation and Choice	Lori Howard 332-6902	State Board Rule IDAPA 08.02.03.100.09	Approved application required prior to funding during each fiscal year. Program must be a minimum of 225 hours.

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May 2009

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 1	Camp Special Milk Application and SDE Renewal Forms	District/Charter	Child Nutrition	Melissa Cook 332-6830	Federal Regs. 7 CFR 215	The camp milk agreement is renewed yearly. Milk served to children at camps can be reimbursed. Contact SDE for application forms.
May 1	Outcomes Survey	School	Student Achievement and School Accountability	Jacque Hyatt 332-6910	Federal Law PL 108-446	Special Education high school seniors complete a post card survey for research purposes.
May 1	Teacher Supply & Demand Survey	District/Charter	Teacher Certification	Keith Potter 332-6887	State Law IC 33-120	Data survey for annual Teacher Supply & Demand report.
May 1	Verification of Early Retirement Incentive Applicant's Eligibility	District/Charter	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-1004G	Verification of ERI applicants' eligibility and of the data upon which incentive amount is based.
May 1	Title I-A, Supplemental Education Service (SES) Provider Application	Providers	Student Achievement and School Accountability	Marcia Beckman 332-6906	Federal Law NCLB Act PL107-110	Required for federal reporting.
May 5	Title I-B, Subpart I, Extended Reading Intervention Application Submission	School/Charter	Student Achievement and School Accountability	Jenny Fisk 332-6903	State Law IC 33-1615	Principal online application for extended reading.
May 15	District Goals and Superintendent Highlights	District/Charter LEA	Public School Finance	LaRae Ashby Myrna Holgate 332-6845	State Law IC 33-120	Used in Idaho School Profiles.
May 15	School Calendar	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-512(1)	Days in session and hours of instruction for school year 2009-2010.
May - June (7 days after school ends)	Attendance, Enrollment and Dropout Reports; Emergency Closure Report	District/Charter	Public School Finance	Greg Berg 332-6840	State Law IC 33-1002(5) IC 33-1009(3)	Building reports should be reviewed by the district office and mailed no later than one week after the last day of school.
May 31	Supplemental Services District Evaluation	District/Charter	Student Achievement and School Accountability	Marcia Beckman 332-6906	Federal Law PL 107-110	Required for accountability of schools identified for school improvement.

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June 2009

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 1	Charter School Advance Payment Request	Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-5208	Advance payment request for first year charter schools and charter schools with an expected increase of 20 or more students.
June 1	Commodity Contact & Delivery Update	District/Charter	Child Nutrition	Jean Zaske 332-6822	Federal Regs. 7 CFR 250	Updates delivery and contact information for receiving commodities.
June 15	Indian Student Report/Indian Education (JOM)	District/Charter	District Support Services	Mary Jane Oatman-Wak Wak 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15	Summary of Indian Personnel/Indian Education (JOM)	District/Charter	District Support Services	Mary Jane Oatman-Wak Wak 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15	Border Contract Expense Report	District	Public School Finance	Stephanie Marsala Tim Hill 332-6840	State Law IC 33-1002	Districts must submit documentation of border contract costs for 2007-2008.
June 15	Federal Compliance Assurances	District/Charter	Student Achievement and School Accountability	Susan Hansen 332-6900	Federal Regs. 34 CFR parts 82 & 85	Must be on file at the SDE prior to the funding of new awards for the fiscal year.
June 15	Federal and State Consolidated Plan	District/Charter	Student Achievement and School Accountability	Susan Hansen 332-6900	Federal Law PL 107-110	Required for Title I-A, Title I-C, Title I-D, Title II-A, Title II-D, State LEP, Title III, Title IV-A and Title V-A programs. Must be approved by SDE before expending any of these program funds.
June 15	Idaho Reading Indicator - Spring Test Reporting	School/Charter	Student Achievement and School Accountability	Jenny Fisk 332-6903	State Law IC 33-1614	Principal online reporting of Idaho reading indicator test scores.
June 15	Title X-B, McKinney-Vento Act Homeless Mini-Grant Application	District/Charter	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Federal Law (NCLB Act) PL 107-110	Required for funding homeless programs.
June 15	Title X-B, McKinney-Vento Act Homeless Education Survey	District/Charter	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Title VIIB Section 722d	Required for federal reporting.
June 15	Special Education Discipline Report	School/Charter	Student Achievement and School Accountability	Jean Taylor 332-6911	Federal Regs. 34 CFR 300.146	Special Education students suspended for more than 10 days per school year must be reported.
June 25	Court-Ordered Tuition Equivalency Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1002B	Report of students placed by Idaho court-order into a licensed home or facility.

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June 2009 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 26	Technology Grant Application and Technology Survey (Phase I)	School/Charter	Technology Services	Corey Simpson 332-6992	State Law IC 33-4806	Approved technology inventory forms are required prior to receiving continuing technology funds.
June 30	Johnson-O'Malley (JOM) Application for Contract	District/Charter	District Support	Mary Jane Oatman-Wak Wak 332-6969	Federal Regs. 25 CFR 271, 3 & 6	JOM districts only. Application must be on file with the SDE.
June 30	Title I-D, Subpart 1 and 2, Neglected and Delinquent Programs Application	Institution	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Federal Law PL 107-110	Required for funding Title I-D programs.
June 30	Title I-D, Subpart 1 and 2, Even-Start Annual Evaluation	District/Institution	Student Achievement and School Accountability	Tyrel Trainor 332-6942	Federal Law PL 107-110	Required annually of all Even-Start projects.
June 30	Updated Square Footage Numbers for 2009-2010	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1019	Required to calculate the School Facility Maintenance Match.

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No Fixed Date 2008-2009

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
As Necessary	Changes in District/Building mailing address, telephone number, fax number and key personnel	District/Charter	Public School Finance	Greg Berg 332-6840	State Law IC 33-1004D	Ensures that communications from SDE reach the proper contacts.
As Needed	CNP2000 User Passwords and Authorized Signatures	District/Charter	Child Nutrition	Melissa Cook 332-6830	Federal Regs. 7 CFR 210	New persons designated by local program administrators to be authorized signers for Child Nutrition Program operations must test out on CNP2000 and receive a password that allows information to be changed or to file claims. Passwords are user specific.
As Needed	Meal Counting System Information	District/Charter	Child Nutrition	Mary Jo Marshall Lynda Westphal 332-6820	Federal Regs. 7 CFR 210	Must be updated if method of counting meals changes during the school year. Data is entered on site application on CNP 2000.
As Needed	Team Nutrition Demonstration Grant Project Reports	District/Charter	Child Nutrition	Heidi Martin 332-6822	Federal Regs. 7 CFR 210	Grantees file periodic reports outlining project activities and budget expenditures.
Funds Transferred as Needed	Indian Education (JOM) Fund Transfer Request Generic Financial Reporting	District/Charter	District Support	Mary Jane Oatman-Wak Wak 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Based upon budget request.
Seasonal	Winter IRI Record Sheets for grades K-3	District/Charter	Student Achievement and School Accountability	Jenny Fisk 332-6903	State Law IC 33-1614	Establishes local testing program needs for the Winter assessment program.
Variable	Curricular Materials Waiver Form	District/School/Charter	Innovation and Choice	Val Fenske 332-6902	Federal Law PL 97-35	Waiver forms must be submitted when a district uses curricular materials not appearing on the State Approved Curricular Materials Listing. All Waivers must be filed and approved prior to the October 15th accreditation reports deadline.
Variable	Driver Education Claim for Reimbursement	District/Charter	District Support Services	Joyce Alexander 332-6850	State Law IC 33-1707	Due no later than 45 days following completion of class.

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No Fixed Date 2008-2009 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Variable	Driver Education Collision/ Incident Report Form	District/Charter	District Support Services	Joyce Alexander 332-6850	State Board Rule IDAPA 08.02.01.230	Due within two weeks following accident.
Variable	Fingerprint Cards	District/Charter	District Support Services	Shannon Haas 332-6888	State Law IC 33-130	Required of districts for new employees within 90 days of hire.
Variable	New School Bus Inspection	District/Charter	School Transportation	Ray Merial 332-6851	State Law IC 33-1506	Must be completed by SDE staff or authorized inspectors on all new school buses.
Variable	Uniform School Bus Accident Report Form	District/Charter	School Transportation	Lanette Daw 332-6851	State Board Rule IDAPA 08.02.02.170	Due within 15 days following accident.
As Needed	Administrative and Review Grant	District/Charter	Child Nutrition	Anna Mae Florence 332-6829	Federal Reqs. 7 CFR 210	Grantee files periodic reports outlining project activities and budget expenditures.

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Annual 2008-2009

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Annual	Annual Storage Facility Self-Evaluation Form	District/Charter	Child Nutrition	Colleen Fillmore 332-6820	Federal Regs. 7 CFR 250	Review of all commodity storage warehouses and individual sites. Retain on file for review by the State agency.
Annual	ESEA, Title IV Safe & Drug-Free Schools & Communities Act	District/Charter	District Support Services	Matt McCarter 332-6960	Federal Law PL 103-382	Annual report to comply with Federal Safe & Drug Free Schools Act.

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It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to Tom Luna, State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director of Office for Civil Rights, Department of Education, Washington, D.C.